

Model Program Book



SEMESTER INTERNSHIP

Designed & Developed by



**ANDHRA PRADESH
STATE COUNCIL OF HIGHER EDUCATION**

(A STATUTORY BODY OF GOVERNMENT OF ANDHRA PRADESH)



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PROHGRAM BOOK FOR SEMESTER INTERNSHIP

Name of the Student: DUNGA: LAKSHMANA RAO

Name of the College: GOVERNMENT DEGREE COLLEGE, NARASANNAPETA

Registration Number: 2022004052010

Period of Internship: **From:** 12-12-2022 **To:** 31-03-2023

Name & Address of the Intern Organization Gramamahward Sachivalayam,
Satyavaram . Narasannapeta (Mandal) SRITAKULAM

Dr. B. R. Ambedkar **University**
YEAR

An Internship Report on

4 months internship

(Title of the Semester Internship Program)

Submitted in accordance with the requirement for the degree of

BSc (MPL)

Under the Faculty Guideship of

M. Harika

(Name of the Faculty Guide)

Department of MATHEMATICS

Government Degree college

(Name of the College)

Submitted by:

DUNHA LAKSHMANARAO

(Name of the Student)

Reg.No: 2022004052060

Department of Mathematics

Government Degree College, Nirodhanurpetu

(Name of the College)

Instructions to Students

Please read the detailed Guidelines on Internship hosted on the website of AP State Council of Higher Education <https://apsche.ap.gov.in>

1. It is mandatory for all the students to complete Semester internship either in V Semester or in VI Semester.
2. Every student should identify the organization for internship in consultation with the College Principal/the authorized person nominated by the Principal.
3. Report to the intern organization as per the schedule given by the College. You must make your own arrangements for transportation to reach the organization.
4. You should maintain punctuality in attending the internship. Daily attendance is compulsory.
5. You are expected to learn about the organization, policies, procedures, and processes by interacting with the people working in the organization and by consulting the supervisor attached to the interns.
6. While you are attending the internship, follow the rules and regulations of the intern organization.
7. While in the intern organization, always wear your College Identity Card.
8. If your College has a prescribed dress as uniform, wear the uniform daily, as you attend to your assigned duties.
9. You will be assigned a Faculty Guide from your College. He/She will be creating a WhatsApp group with your fellow interns. Post your daily activity done and/or any difficulty you encounter during the internship.
10. Identify five or more learning objectives in consultation with your Faculty Guide. These learning objectives can address:
 - a. Data and Information you are expected to collect about the organization and/or industry.
 - b. Job Skills you are expected to acquire.
 - c. Development of professional competencies that lead to future career success.
11. Practice professional communication skills with team members, co-interns, and your supervisor. This includes expressing thoughts and ideas effectively through oral, written, and non-verbal communication, and utilizing listening skills.
12. Be aware of the communication culture in your work environment. Follow up and communicate regularly with your supervisor to provide updates on your progress with work assignments.

13. Never be hesitant to ask questions to make sure you fully understand what you need to do your work and to contribute to the organization.
14. Be regular in filling up your Program Book. It shall be filled up in your own handwriting. Add additional sheets wherever necessary.
15. At the end of internship, you shall be evaluated by your Supervisor of the intern organization.
16. There shall also be evaluation at the end of the internship by the Faculty Guide and the Principal.
17. Do not meddle with the instruments/equipment you work with.
18. Ensure that you do not cause any disturbance to the regular activities of the intern organization.
19. Be cordial but not too intimate with the employees of the intern organization and your fellow interns.
20. You should understand that during the internship programme, you are the ambassador of your College, and your behavior during the internship programme is of utmost importance.
21. If you are involved in any discipline related issues, you will be withdrawn from the internship programme immediately and disciplinary action shall be initiated.
22. Do not forget to keep up your family pride and prestige of your College.

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Student's Declaration

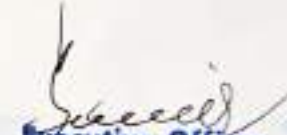
I, Durga Lakshmana Rao a student of BSc
Program, Reg. No. 2022004052010 of the Department of Mathematics
College do hereby declare that I have completed the mandatory internship
from 12-12-2022 to 31-03-2023 in Satyabram (Name of
the intern organization) under the Faculty Guideship of
M. Harika (Name of the Faculty Guide), Department of
Mathematics, Government Degree College, Narsa Sannapeta
(Name of the College)

D. Lakshmana Rao
(Signature and Date)

Certificate from Intern Organization

This is to certify that DUNGA LAKSHMANA RAO (Name of the intern)
Reg. No 2022004052010 of Govt. Degree College, Narasannapeta (Name of the
College) underwent internship in Gramapalika Sachivalayam (Name of the
Intern Organization) from 12-12-2022 to 31-03-2023

The overall performance of the intern during his/her internship is found to be
Satisfactory (Satisfactory/Not Satisfactory).

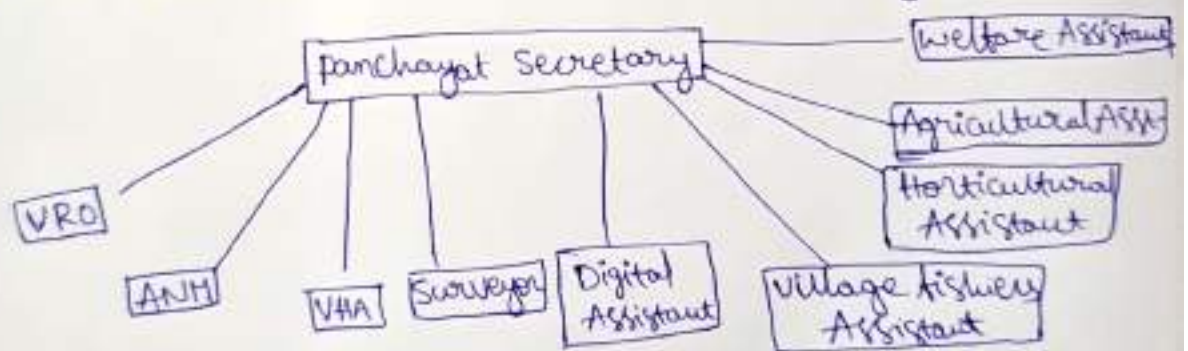

Executive Officer
(Panchayat Secretary)
Authorized Signatory with Date and Seal
NARASANNAPETA

CHAPTER 1: EXECUTIVE SUMMARY

The internship report shall have a brief executive summary. It shall include five or more Learning Objectives and Outcomes achieved, a brief description of the sector of business and intern organization and summary of all the activities done by the intern during the period.

The organisation that I had choose is Grama Ward Sachivalayam. The azamda of this organisation is to serve the people of the village. The Government of Andhra Pradesh has released some Schemes to the Sachivalayam to implmented in the villages.

Here are the service persons in this organisation are allotted some particular Sectors to do. There are total nine sectors under head of the organisation



The above figure explains that the people whole team was led by the head of the organisation, panchayat secretary who is named as K. Sankhadri where I had worked. I observed many Qualities in him like leadership,

time management and negotiation skills regarding the discussion with their organisation members. The whole team working with the unity and determination hence, the work seems to be easy to them, when there are no distractions among them. After that the most hard worker behind the panchayat secretary is digital Assistant. The whole data gathered at a place via is digital Assistant. is entered into computer and hence it is easy to access their villages details in instant time.

CHAPTER 2: OVERVIEW OF THE ORGANIZATION

Suggestive contents

- A. Introduction of the Organization
- B. Vision, Mission, and Values of the Organization
- C. Policy of the Organization, in relation to the intern role
- D. Organizational Structure
- E. Roles and responsibilities of the employees in which the intern is placed.
- F. Performance of the Organization in terms of turnover, profits, market reach and market value.
- G. Future Plans of the Organization.

- A. To serve the people of the village by several assistants in gramaward Sachivalayam lead by panchayat Secretary.
- B. To implement the several schemes and programmes in the village, which was accused by government of Andhra Pradesh.
- C. The head of the department planned in advance to initiate their plans in the village and then divide to several individual to implement their plans.
- D. Sachivalam is the organisation, which I was worked by
1. panchayat secretary is the head of the organisation
2. VRO 3. ANM 4. Village Fishiers Assistant

5. Horticultural Assistant 6. VHA 7. Agricultural Assistant 8. Digital Assistant 9. Surveyor 10. Welfare Assistant.

E. The Source and responsibilities of above mentioned people are to give services to the people of the village.

F. There is no profit or marked value for the organisation which I had selected.

G. Introducing New Schemes and programmes to the people of the village.

CHAPTER 3: INTERNSHIP PART

Description of the Activities/Responsibilities in the Intern Organization during Internship, which shall include - details of working conditions, weekly work schedule, equipment used, and tasks performed. This part could end by reflecting on what kind of skills the intern acquired.

While we are working here, we acquired some knowledge regarding several skills we have performed many tasks given by the sachivalayam members. Here by we used several equipments like fingertips thumb impression smartphones and some several devices to elaborate the ideas in the village. We have took some responsibilities in this internship period which includes the several services. We had gathered some details of the villages in a database to accomplish their data into the several sites. They had given by us some responsibilities to go forward in maintaining services in the village went into the village and did survey about regarding their issues and distractions.

By the influence of parikshat Secretary

I had acquired some managerial skills

They are

1. Team work
2. Leadership
3. Management
4. Strategic thinking
5. Time management

ACTIVITY LOG FOR THE FIRST WEEK

Day & Date	Brief description of the daily activity	Learning Outcome	Person In-Charge Signature
Day - 1	I reported in the Secretariate assigned to me		
Day - 2	The introduction of the Secretariate was giving by the welfare Asst	Learned about the village Secretariate	
Day - 3	The welfare assistant told about grama dharshini	We learned the different types of problems	
Day - 4	Explain about employees roles and responsibilities	I know some type of duties about the employees	
Day - 5	Our staff members introduced with volunteers	I am daily face and looking towards volunteers walking	
Day - 6	Welfare Assistant said about the vision and mission of gram secretariate	I learned why to organize Sachivalayam	

WEEKLY REPORT

WEEK - 1 (From Dt. 12/11/2022 to Dt. 17/11/2022)

Objective of the Activity Done:

Detailed Report: This week we are learning about village Secretariate why the Secretariate System were established and their uses.

We are also learned the benefits of the Secretariate to the people of village.

We got to know the physical conditions of the residential areas in the grama Secretariate and the duties of the employees in gram secretariat system as well as the performance of the volunteers and their services.

The welfare assistant was fully informed about the vision, mission and values of the gram secretariat why to creation for this government to introduce in people of Society.

ACTIVITY LOG FOR THE SECOND WEEK

Day & Date	Brief description of the daily activity	Learning Outcome	Person In-Charge Signature
Day - 1	The WEA officer explain the organisation structure of the Sachivalayam	I can acquiring some knowledge	
Day - 2	Explained the future plans of the gram Secretariat	We know the future plans of the Secretariat	
Day - 3	About old age pension widow pension has been deeply explained	We are analysis and what type of document has required	
Day - 4	Deeply explained about disable pension and single women pension	we are analysis and what is important document is required	
Day - 5	Explained about traditional cobbler pension of weaver pension	we learned the required documents and eligibility	
Day - 6	Explained about fisherman pension	we learned the required documents and eligibility information	

WEEKLY REPORT

WEEK - 2 (From Dt. 19/12/23 to Dt. 24/12/23)

Objective of the Activity Done:

Detailed Report:

The organisation structure and future plans of the Village Secretariat were discussed in details this week also told about YSR pension karnika has many types required documents and eligibility criteria

Eligibility and required documents for old age pension, widows pension, Disable pension, single women pension, traditional cobblers pension, weaver pension, toddy tappers pension and fisherman pension are given at the end. The YSR pension Scheme is designed to provide a safety net for vulnerable section of society and enable them to meet their basic needs and improve their quality of life

ACTIVITY LOG FOR THE THIRD WEEK

Day & Date	Brief description of the daily activity	Learning Outcome	Person In-Charge Signature
Day -1	The mahila police in Sachivalayam. She is inculcate her duties	I am full focus and learned outcome information	
Day -2	The mahila police officer taught about sexual harassments in Society	How to handle and how to build these type of harassments	
Day -3	The mahila police officer inculcate Anganwadi Services	What are the corruption in Anganwadi Services	
Day -4	The mahila police officer told about some important section and helpline number	Any accident and criminal case issues how to inform higher officers	
Day -5	The VRO sir explained local government and mission aim	Secretariat one of the local government that particularly use and goal	
Day -6	our VRO told today we are going to field work	Which numbers are eligible and not eligible for govt. Schemes	

WEEKLY REPORT

WEEK - 10 (From Dt. 13/12/2023 to Dt. 18/12/23)

Objective of the Activity Done: Acquiring the knowledge and skills

Detailed Report:

Here we acquired much knowledge and skills in collaborating our ideas with the Sachivalayam members. Hence, we all are thankful to Sachivalayam staff for sharing of information and skills with spending their valuable time for us. They cooperated the our internship programme. We acquired the managerial skills from the panchayat Secretary. And met the veterinary assistant and discussed about animals caring and using the medicine for healthy animals growth. The welfare assistant is told about the contact of the people for they children drop and given the same opportunity and to us we contacted peoples by the listed phone numbers and talked with them respect and honestly, we informed them for take the thumb impression in Sachivalayam.

ACTIVITY LOG FOR THE ELEVENTH WEEK

Day & Date	Brief description of the daily activity	Learning Outcome	Person In-Charge Signature
Day -1	Today explained about Dapuntari Pension & Anti-retroviral therapy Pension (PLHIV) (HIV) Pension	we learned the required documents and eligible for this type of pension	
Day -2	Today explain about YSR Kalyanamasthu YSR Shaadi tohta	The purpose of this scheme is known	
Day -3	Explain about mandatory validation documents for registration of YSR Kalyanamasthu	learned that required documents for this type of Pension	
Day -4	Explains about transgender Pension is Chronic kidney disease of unknown etiology Pension	learned that required documents and eligible for this pension	
Day -5	Explained about eligibility criteria of YSR Kalyanamasthu YSR Shaadi tohta Scheme	We know who is eligible for this scheme	
Day -6	Have to tell people about the YSR Kalyanamasthu Scheme	We learned good presentation skills	

WEEKLY REPORT

WEEK - 11 (From Dt. 10/11/2023 to Dt. 15/11/2023)

Objective of the Activity Done:

Detailed Report: Eligibility and required documents for Dappu artist pension, Anti-retroviral therapy (ART) HIV pension, transgender pension and chronic kidney disease unknown etiology pension are given at the end.

YSR Kalyanamasthu / YSR Shaadi Thita

The objective of the scheme is to provide financial assistance to poor families belonging to SC/ST/BC/ minorities differently abled / conducting their daughters marriage in a dignified manner.

The bride must be above 18 years and groom must be above 21 years as on the date of marriage.

The application registration for the scheme should be done within 60 days from date of marriage.

Both Bride and groom should have 10th class pass certificate.

The caste/income certificates must be tagged with Aadhar.

ACTIVITY LOG FOR THE TWELVETH WEEK

Day & Date	Brief description of the daily activity	Learning Outcome	Person In-Charge Signature
Day - 1	Explaining about the responsibilities of digital assistant	I can gain knowledge of digital assistant duties	
Day - 2	The general application forms of the caste certificates	Learned of important and required documents	
Day - 3	The digital assistant explain some polling station at Sathiyapuram Secretariate	There are three polling stations like 363, 364, 369	
Day - 4	We are going to field about eligibility candidates for voter ID	Such a members are not apply for voter ID	
Day - 5	He should explain how to respect of beneficiaries come to Secretariate	I can learned how to respective taking with candidates	
Day - 6	Explained about address EKYC is conducted in Sathiyapuram village	I can gain some information of Address EKYC	

CHAPTER 5: OUTCOMES DESCRIPTION

Describe the work environment you have experienced (in terms of people interactions, facilities available and maintenance, clarity of job roles, protocols, procedures, processes, discipline, time management, harmonious relationships, socialization, mutual support and teamwork, motivation, space and ventilation, etc.)

Grama Sachivalayams are secretariates setup in the indian state of Andhra pradesh to decentralize the administration by making services and welfare services of all government departments available at one place. The work environment where I have worked or observed seems to be ecofriendly. Here there are Eleven workers or secretariates allotted to each of the sector that are under the village works. And each and every one in this sachivalayam are in coordination with us. They explained us what ever we requested to know without any

distractions. And hence there is no
distractions in between the coordinate
secretariates and us. They interact with
us in the friendly manner. They
explained us a lot and we acquired
much information from them. And hereby
we collaborate this information to my
villagers too.

Describe the real time technical skills you have acquired (in terms of the job-related skills and hands on experience)

Many jobs acquire skills related to physical or digital tools these are called technical skills. We choose this programme to know how to operate a system or computer. But here we acquired so much and more like M.S Office and M.S Excel etc. to collaborate the details of the village members. We to know all departments have some much of knowledge. We acquire some knowledge on every department. To note down the names of the village members. It would given to them by veterinary secretary.

Page No

Student Name: DUNGA LAKSHMANA RAO

Registration No: 2022004052010

Term of Internship: From: 12-12-2022 To: 31-03-2023

Date of Evaluation:

Organization Name & Address: Gramahard Sachiblayam, Satyavaram

Name & Address of the Supervisor with Mobile Number: K Simhadri, 7981171903

Please rate the student's performance in the following areas:

Please note that your evaluation shall be done independent of the Student's self-evaluation

Rating Scale: 1 is lowest and 5 is highest rank

1	Oral communication	1	2	3	4 ✓	5
2	Written communication	1	2	3	4 ✓	5
3	Proactiveness	1	2	3	4	5 ✓
4	Interaction ability with community	1	2	3	4	5 ✓
5	Positive Attitude	1	2	3	4 ✓	5
6	Self-confidence	1	2	3	4 ✓	5
7	Ability to learn	1	2	3	4	5 ✓
8	Work Plan and organization	1	2	3	4	5 ✓
9	Professionalism	1	2	3	4 ✓	5
10	Creativity	1	2	3	4	5 ✓
11	Quality of work done	1	2	3	4	5 ✓
12	Time Management	1	2	3	4	5 ✓
13	Understanding the Community	1	2	3	4 ✓	5
14	Achievement of Desired Outcomes	1	2	3	4	5 ✓
15	OVERALL PERFORMANCE	1	2	3	4	5 ✓

Date: 31/03/2023

Executive Officer
(Panchayat Secretary)
Gramapanchayat
NARASANNAPETA



C27V+78Q, Narasannapeta, Andhra Pradesh 532421, India

Latitude
18.4175247°
Local 11:34:31 AM
GMT 06:04:31 AM

Longitude
84.0459179°
Altitude -37.9 meters
Friday, 16-12-2022



Near Police Station, C29W+M78, Old Busstop,
Narasannapeta, Andhra Pradesh 532421, India

Latitude
18.419012608281566°
Local 01:51:46 PM
GMT 08:21:46 AM

Longitude
84.04607853251466°
Altitude -40.97 meters
Saturday, 01-10-2022



C27V+78Q, Narasannapeta, Andhra Pradesh 532421, India

Latitude
18.4133086°
Local 11:49:27 AM
GMT 06:19:27 AM

Longitude
84.0430603°
Altitude -40.9 meters
Friday, 16-12-2022









INTERNAL ASSESSMENT STATEMENT

Name Of the Student: DUNGA LAKSHMANA RAO

Programme of Study:

Year of Study:

Group:

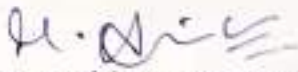
Register No/H.T. No: 2022004052010

Name of the College: GOVERNMENT DEGREE COLLEGE, NARASANNAPETA

University:

SLNo	Evaluation Criterion	Maximum Marks	Marks Awarded
1.	Activity Log	10	
2.	Internship Evaluation	30	
3.	Oral Presentation	10	
	GRAND TOTAL	50	

Date:


Signature of the Faculty Guide
Govt. Degree College
NARASANNAPETA

Page No



EXTERNAL ASSESSMENT STATEMENT

Name Of the Student: DUNIA LAKSHMINARAYAN

Programme of Study:

Year of Study:

Group:

Register No/H.T. No: 2022004057010

Name of the College: GOVERNMENT DEGREE COLLEGE, NARASANNAPETA

University:

SLNo	Evaluation Criterion	Maximum Marks	Marks Awarded
1.	Internship Evaluation	80	
2.	For the grading giving by the Supervisor of the Intern Organization	20	
3.	Viva-Voce	50	
	TOTAL	150	
GRAND TOTAL (EXT. 50 M + INT. 100M)		200	

Signature of the Faculty Guide


LECTURER
Govt. Degree College
NARASANNAPETA

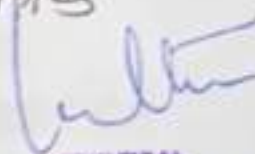
Signature of the Internal Expert


LECTURER
Govt. Degree College
NARASANNAPETA

Signature of the External Expert


19/9/23

Signature of the Principal with Seal


PRINCIPAL
GOVT. DEGREE COLLEGE
NARASANNAPETA

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